Office of Acquisition and Project Management

# 2012 Capital Asset Project Management Award Winners

Congratulations to the 2012 Capital Asset Project Management Award winners! Competition was intense and superior performers rose to the top!

The Department of Energy Project Management Award winners are:

Federal Project Director of the Year for 2012

The *Office of Science's* **Mr. Hannibal Joma**

For demonstrating exceptional leadership and project management acumen as Federal Project Director (FPD) for the $60 million Linac Coherent Light Source Ultrafast Science Instruments (LUSI) Project at the SLAC National Accelerator Laboratory. The LUSI Project provides three state-of-the-art ultrafast hard X-ray instruments and experimental end-stations. Hannibal led the integrated project team in proactively removing barriers, resolving unanticipated problems, and executing innovative solutions resulting in successful project delivery – every instrument exceeded its threshold key performance parameters. Working closely with the LUSI user community, overcoming project funding issues, and executing a phased commissioning plan enabled the start of early science. Hannibal and his team's exceptional performance resulted in the delivery of the LUSI Project ahead of schedule and under budget.
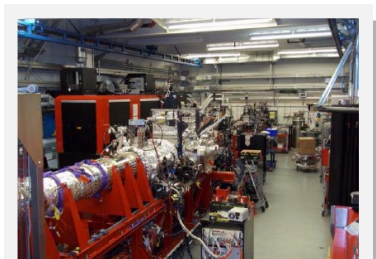
Secretary's Award for Excellence

The *Office of Science's* **Building 51 and Bevatron Demolition Project**

The Bevatron Demolition Project successfully accomplished DOE's first-ever deactivation and demolition (D&D) of a large-scale particle accelerator. The project team safely and effectively accomplished D&D and disposal of the Bevatron accelerator and its supporting structures—approximately 30,000 tons of radiological activated material. Careful planning, management, and attention to lessons learned and risks allowed the project team to deliver the project scope on schedule and under budget. In addition, the team created the largest building site at LBNL for future use.
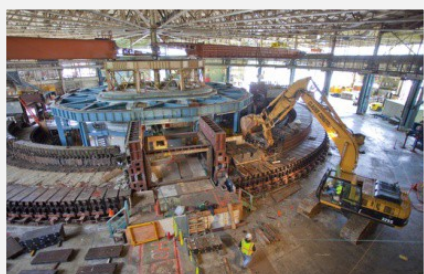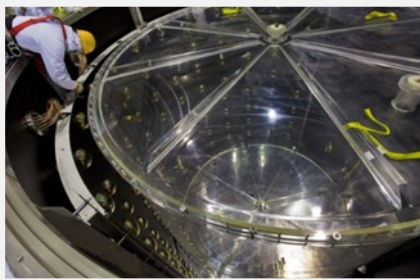
Secretary's Achievement Award

The *Office of Environmental Management's* **K-33 Gaseous Diffusion Process Building Project**

Using state-of-the-art technology and an impressive project team, the demolition of the K-33 building was completed 5 months early and nearly $8 million under budget. The project team efficiently completed the safe removal of over 640,000 square feet of asbestos siding and disposal of nearly 164,000 tons of debris. The project team employed numerous innovative technologies and methods, to include a powered scaffolding system, catch basin hexavalent chromium treatment systems, and use of the largest demolition equipment ever employed at the Oak Ridge Complex.

Secretary's Achievement Award

The *Office of Science's* **Daya Bay Reactor Neutrino Detector Project**

The Daya Bay project team successfully delivered an antineutrino detection system to better understand the behaviors of neutrinos. The project, located at a nuclear reactor complex in Daya Bay, China, overcame management challenges associated with working in a multicultural collaboration at a foreign location to successfully deliver the U.S. contributions. After only two months of initial operation, the experiment was able to publish the first precision measurement of the neutrino mixing parameter. The project's discovery was selected by Science Magazine as a "Top 10 Breakthrough of 2012".

Secretary's Achievement Award

The *Office of Environmental Management's* **Idaho Nuclear Facility Decontamination & Decommissioning Project**

Employing an aggressive performance-based contracting approach, the project team for the Idaho Nuclear Facility Decontamination and Decommissioning Project impressively completed field work nearly one year earlier than expected at considerable cost savings. The project scope included the removal of 171 surplus facilities, including various reactors, spent fuel reprocessing facilities, and other nuclear process buildings and structures.

Congratulation to all the Award winners and nominees. The Department's project management professionals continue to raise the bar and everyone should be proud of your accomplishments!

Acquisition Certifications Program Handbook 4th Ed Posted

Lorri Wilkins, MA-661, Professional Development Division

In May, the 4th edition of the Acquisition Certifications Program (ACP) Handbook was released. The 4th edition replaced Revision 3 published in January. This edition:

- Renames the Acquisition Career Management Program (ACMP) Handbook;

- Adds/revises coverage based on user feedback;

- Adds the Real Property Certification chapter, relocating it to the ACP Handbook from the Real Property Desk Guide;

- Links requirements issued by outside agencies (e.g., OFPP, FAI) to the web source to better manage version control;

- Expands FAC-C Targeted Continuous Learning Tracks from three to 12;

- Renames Financial Assistance Career Development certification to the Certification in Financial Assistance (CFA) to clearly distinguish it from Federal Acquisition Certifications (FAC-C, FAC-COR, etc.)

The Professional Development Division invites your comments to continue improving the usefulness of this document. E-mail us at ACMP@hq.doe.gov.

Streamlined Forms for ACP Certifications and Renewals

Recently, pdf-fillable forms were posted on energy.gov to streamline the process for applying for initial ACP certifications and renewals. A single application form and a single renewal form cover all certifications that require 80 continuous learning points (CLPs) every 2 years:

For initial applications, course curriculum worksheets for each certification program have been added to log progress and identify future training needs. For renewal applications, continuous Learning worksheets have been added to identify continuous learning opportunities, log earned CLPs and determine outstanding CLPs at a glance.

Visit our website at: http://energy.gov/management/office-management/operational-management/procurement-

AWF Includes Realty Specialists

David Steinau, MA-651 Real Estate Division

The Office of Property Management is instituting changes to the Real Estate Certification Program. These changes acknowledge the inclusion of GS-1170 series Realty Specialists within the DOE acquisition workforce and bring the certification program into alignment with those of other DOE contracting functions.

Currently, per DOE Order 430.1B, certain realty specialists are designated as Certified Realty Specialists (CRS). Previously, the process and requirements for becoming a CRS were found in the *DOE Real Property Process - a Desk Guide for Real Estate Personnel* (Real Estate Desk Guide). However, as of May 2013, information on the Real Estate Certification Program has been relocated to the Acquisition Certifications Program (ACP) Handbook.

A CRS must review and approve all real estate actions to acquire, manage, and dispose of real property before executing the action. Accordingly, certification is available in three specialty areas related to categories of realty actions: (1) acquisition, (2) leasing, and (3) land management and disposal. In addition, there are three levels of certification, in each specialty area, with approval levels tied to the dollar-value of individual transactions: Level I is limited to transactions valued at or below the simplified acquisition threshold as defined in the FAR, currently $150,000 (net annual average rent for leases); Level II is limited to transactions valued at or below $500,000 (net annual average rent for leases), and; Level III is unlimited.

To become a CRS, an applicant must be in the GS-1170 series and meet the experience and training requirements for the specialty area, or areas, and level of certification sought. The Real Estate Certification Committee reviews the application and makes recommendations to the Director, Office of Property Management and Senior Real Property Officer (SRPO), who issues a certificate of appointment to the CRS.

A CRS is equivalent to a contracting officer for real estate actions; however, it is often unclear whether a CRS has the authority to obligate the Government. Many federal agencies issue contracting officer warrants to properly-qualified Realty Specialists in the GS-1170 series. A Realty Specialist with such a warrant is referred to as Real Estate Contracting Officer or "RECO." DOE has not, in the past, issued RECO warrants but has the authority to do so under DOE Order 541.1B. The Director, Office of Property Management and SRPO, has been designated as the Head of Contracting Activity (HCA) for Real Property Management and will begin issuing RECO warrants to CRS certificate holders.

The intent is for CRS certification to be based on an individual's competency whereas RECO warrants will be issued based on organizational need for signature authority at certain positions and locations. CRS certification can be maintained throughout an individual's employment at DOE, whereas a RECO warrant is tied to the position held by the individual at the time of warrant issuance and is subject to continued organizational need. This segregation of certification and warranting is consistent with standard practices in other segments of the acquisition workforce.

Exploring the Quality Assurance Surveillance Plan

J.M. Drake P.E., CQE, DOE SPRPMO Systems Engineer and Julianna Gallego, DOE SPRPMO, Director Quality and Performance Assurance Division

What is a QASP?
Remember the adage "plan your work and work your plan," and the Deming P-D-C-A cycle: plan, do, check, and act. The QASP is a means to execute oversight of the most important elements of the project. Surveillance, synonymous with oversight, can range from a one-time test or inspection of a product or service to periodic in-process monitoring of ongoing activities. Oversight is needed to ensure the Government receives the quality of supplies or services called for by the contract, and provides a basis for assessing ongoing performance to assure fair payment of costs and fees.

How does a QASP help us?
The QASP can help with scheduling and monitoring the work as well as anticipating and mitigating risks that present themselves during the process of executing the project.

When is the QASP developed and who prepares it?
The QASP is developed early in the project by staff members who are knowledgeable of the specific activities and nuances of the project as well as the skill levels and resources available to the personnel carrying out the work.

> **Find more about Quality Assurance Plans in:**
> -FAR Subpart 37.604 and Subpart 46.4 Requirements
> -DOE Guide 413.3-2
> -DOE Order 414.1C Quality Assurance
> -10 CFR Part 830, Nuclear Safety Management Subpart A
> -DOE STD 1189-2008, Integration of Safety into the Design Process,
> -DOE STD 1073 Configuration Management
> -ANSI/EIA-649-A, National Consensus Standard fro Configuration Management

What should a QASP contain?
The plan should contain a balance of provisions transparent to the work being done and provide the means to assure that the quality of the project is integral in the results. The plan should contain a schedule of surveillance actions. Methods and scheduling should be well defined, tailored to work being done, and flexible enough to accommodate unexpected circumstances, safety provisions, and available surveillance techniques.

What surveillance methods should be used for implementation of the QASP?
One technique, called Process Oriented Procedure Evaluation (POPE) involved stakeholders in the development, implementation and execution of the quality plan making it a living document to be continually reviewed and adapted to changing situations. POPE can be used to get all parties buy-in to a quality-oriented environment and strive to maintain its standards. There are other techniques available including various methods of Test and Inspection; process, system, and product monitoring; and customer input.

How does a QASP relate to a Performance Evaluation Measurement Plan (PEMP)?
The QASP provides a means to monitor activities throughout the period of performance and allows the fair application of the provision of the PEMP.   Documentation developed during surveillance activities serves as the basis of decisions by the fee determining officials.   The development and application of QASP is a key component to project success.

Brown Bag Learning — A Development Smorgasbord

Sigmond Ceaser, Professional Development Division Program Analyst

The Brown Bag Lunch and Learn presentations can be found on Powerpedia. Search "Brown Bag Lunch and Learn."

MA-661, Professional Development Division (PDD), considers the newly implemented Brown Bag Lunch and Learn sessions to be a smorgasbord of staff development. Once a month, the Office of Acquisition and Project Management (APM) gathers over lunch to learn and discuss topics relevant to the APM communities. The discussions are developed and delivered by APM subject matter experts. The objective is to keep the APM staff informed and motivated by ensuring everyone has the opportunity to ask the experts and clarify ambiguous issues. Rick Blaisdell, a Project Engineer, says "the Lunch and Learn sessions allow me to sit and discuss topics with colleagues who work in the APM community, but in different functional areas. For instance, I now understand Management Reserve and Contingency from a Contracting Officer (CO) perspective and when we collaborate, I can articulate my perspective in the language a CO can appreciate. And I'm certain that this is vice versa."   The less formal and less structured approach seems to feed the appetite of the APM staff.

What is FSSI (Federal Strategic Sourcing Initiative)?

Scott Clemons, MA-622, Strategic Programs Division Chief

FSSI ORIGIN:

In May 2005 OMB/OFPP issued a memorandum, Implementing Strategic Sourcing, requiring federal agencies to review commodities and services that could be purchased smarter through strategic sourcing methods.

The General Services Administration (GSA) defines strategic sourcing as the structured and collaborative process of critically analyzing an organization's spending patterns to better leverage its purchasing power, reduce cost and improve overall performance. The primary goals of the initiative are to:

- Strategically source across federal agencies;

- Establish mechanisms to increase total cost savings, value and socioeconomic participation;

- Collaborate with industry to develop optimal solutions;

- Share best practices; and,

- Create a strategic sourcing community of practice.

Today, the FSSI includes more than 20 federal agencies, both military and civilian; DOE is one of those agencies.

FSSI PAST:

In September 2009, GSA FSSI awarded a **Domestic Delivery Service Second Generation or (FSSI DDS2)** contract to the United Parcel Service and FedEx for Express and Ground Delivery Service.

In June 2010, GSA FSSI awarded **Second Generation Blanket Purchase (BPA) Agreements for Office Supplies or (FSSI OS2)** to 15 vendors (including 13 small business concerns which many have participating dealer agreements with over 120 other small businesses) for Office Supplies.

In September 2011, GSA FSSI awarded **Print Management or (FSSI PM) BPA** to 11 vendors for Office Imaging and Document Solutions.

FSSI PRESENT:

In May 2013, GSA FSSI awarded a new government-wide **Wireless or (FSSI Wireless) BPA** that allows the government to better manage wireless spending by consolidating service plans and centralizing management. The agreements are expected to save $300M over the next five years from the $1.3B the government spends on wireless services and mobile devices annually. In addition, this single government-wide solution allows for pooling of cell phone minutes which is a first for the federal government.

FSSI FUTURE:

The Interagency Strategic Sourcing Leadership Council (SSLC) was established by the OMB in December 2012 to increase federal agencies use of strategic sourcing for acquisition to "negotiate the best deal for the taxpayer." Among other charges, the SSLC recommends products and services for which new government-wide acquisition vehicles or management approaches should be developed and made mandatory, to the maximum extent practicable for SSLC participating agencies. The following list of commodities and/or services are being targeted in FY13 for new FSSI strategic sourcing agreements:

- Cellular/Wireless Services

- Large Desktop Publisher

- Laboratory Supplies

- Janitorial and Sanitation Supplies, and

- Maintenance, Repair and Operations Supplies

> Click here to access the NEW chapter on
> Strategic Sourcing in
> the Acquisition Guide.

We are also working with GSA to ensure these agreements are available for use by the DOE Contractor community.

For additional information regarding the FSSI, please visit the following website:

http://www.gsa.gov/portal/content/112561

Automated Continuous Learning Point (CLP) Tracking System Now Available for all APM Certification Holders

Linda Ott, Professional Development Division Chief

The Professional Development Division (PDD) announces the deployment of automated CLP tracking for the following certifications: Financial Assistance (FA), Technical Project Officers (TPO), Federal Acquisition Certification in Contracting (FAC-C) and Contracting Officer's Representatives (FAC-COR).

These tracking systems are located under the "CLP Tracking" menu in your Employee Self Service (ESS) account. Participants with active certifications in these areas may now input CLP requests directly into the system for

approval, and the system will manage CLP credits to be applied toward continuous learning points (CLP) requirement to maintain certification. Before you submit your CLPs, click on "Identify Managers" to designate your immediate manager who must approve your CLP request. ESS is programmed to send periodic e-mail reminders as your CLP due date approaches reminding you of your renewal date and the number of CLPs you need to meet the requirement. ESS also sends a notice when you have satisfied the requirement letting you know that you can request your certification renewal.

If you hold a certification for one of the listed programs, you should have received a welcome message from ESS with instructions on accessing and navigating the system. We ask that at a minimum, you login and verity that your CLP anniversary date and supervisor information are correct. You can update and correct most of the information, but if you anniversary date is not correct, or have a general or technical questions or comments about the CLP tracking system, please direct them to the PDD team at CLPTrackingAdministration@hq.doe.gov.
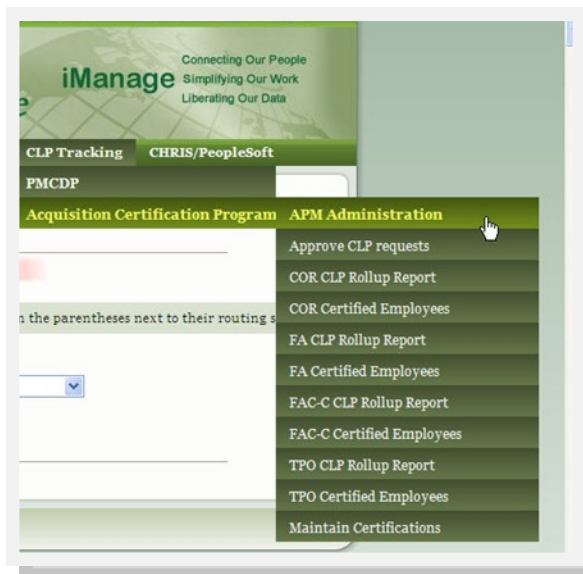
Questions of the Month

Question #1: Given the ongoing budget constraints on travel and training, has APM/PMCDP given any thought to extending the time period for renewal of the PMCDP certification?

Answer: No. The PMCDP, as with all certification programs that fall under the Acquisition Certifications Program (ACP), has no plans to extend the continuing education requirement for maintaining certification.

All persons certified under the ACP are required to successfully attain and report CLPs biennially to maintain certification. CLPs must be earned within the two-year period following certification award or renewal; excess CLPs cannot be carried over and applied to future cycles. However, to accommodate training and travel constraints, ACP does permit participants to engage in numerous activities other than training to generate CLP credits. For example, on-the-job experiential assignments, such as participation in project peer reviews or as a member of a Directive Rewrite Team, are two such methods in which participants can generate a significant amount of CLPs. Writing an article for this newsletter is another method, and is highly encouraged. For more information on the types of CLP activities the ACP will accept, please see the CLP credit assignment table that is located in the ACP Handbook at

http://energy.gov/management/downloads/acquisition-certifications-program-handbook

Question #2: The PMCDP drop-down menu has disappeared from my Employee Self Service (ESS) account. Where did it go, and how can I update my CLP information?

Answer: The Professional Development Division (PDD) is in the process of developing CLP tracking systems for other certification programs that fall under the ACP umbrella. The PMCDP menu, as well as the other ACP certification programs whose CLPs are tracked in ESS, have been placed under the "CLP Tracking" tab, which appears on the top right of the menu bar. The below screenshot of the ESS home directory identifies this new change.

Question #3: In addition to archiving the *DOE APM Workforce Newsletter* on the ACP's DOE web site, I understand the newsletter is also disseminated via e-mail to various groups. There are several people at my site that do not currently have ACP certifications, but are working toward obtaining them and would also like to be copied on the newsletter. Is it possible to for them to be added to the Professional Development Division's distribution list?

Answer: Yes. Please send your request to PMCDP.Administration@hq.doe.gov and you will be added to the distribution list.

Find past editions of the newsletter online at

http://energy.gov/management/office-management/operational-management/certifications-and-professional-development-0

DOE Acquisition Certifications FY 2013 Training Schedule

For a full list of DOE acquisition certification training, please visit the Acquisition Career Management Program (ACMP) Powerpedia Page:

https://powerpedia.energy.gov/wiki/ACMP

Questions or Comments?

For PMCDP, please email general questions and comments to PMCDP.Administration@hq.doe.gov, or visit our website: http://energy.gov/management/office-management/operational-management/project-management-career-development-program.

For ACMP, please email questions and comments to ACMP@hq.doe.gov.

For specific information, please contact a Professional Development Division team member:

- Linda Ott, Division Chief, Acquisition Career Manager, PMCDP CRB Secretariat, Newsletter,
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- Virna Drummond – FAITAS, PDD Training Schedule, Virna.Drummond@hq.doe.gov

- Ruby Giles – ACMP Mailbox, CFA Certification Program, Ruby.Giles@hq.doe.gov

- Lorri Wilkins - COR Certification Program Manager, Acquisition Certifications Program Handbook, PDD Policy,
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